

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST Kampala	2. AGENCY State	3a. POSITION NO. 94621083
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☒ **No**

4. REASON FOR SUBMISSION

- ☐ a. Reclassification of duties: This position replaces
 Position No. _____ (Title) _____ Series) _____ Grade) _____
- ☒ b. New Position
- ☐ c. Other (explain) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Economic Assistant, 1505	FSN-09	AFRCC : MHB	6/1/2022
b. Other				
c. Proposed by Initiating Office	FMA Economic/Commercial Associate	FP-04		

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE Vacant
8. OFFICE/SECTION Political/Economic	a. First Subdivision
b. Second Subdivision	c. Third Subdivision
9. This is a complete and accurate description of the duties and responsibilities of my position. <div style="display: flex; justify-content: space-between;"> _____ Typed Name and Signature of Employee _____ Date(mm-dd-yy) </div>	10. This is a complete and accurate description of the duties and responsibilities of this position. <div style="display: flex; justify-content: space-between;"> _____ Typed Name and Signature of Supervisor _____ Date(mm-dd-yy) </div>
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <div style="display: flex; justify-content: space-between;"> _____ Typed Name and Signature of Section Chief or Agency Head _____ Date(mm-dd-yy) </div>	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <div style="display: flex; justify-content: space-between;"> _____ Typed Name and Signature of Human Resources Officer _____ Date(mm-dd-yy) </div>

13. BASIC FUNCTION OF POSITION

The incumbent assists with reporting and advocacy for Embassy Kampala on economic and commercial issues and spearheads the development of the Political and Economic (P/E) Section's Environment, Science, Technology, and Health (ESTH) portfolio. (S)he is also responsible for promoting bilateral trade by providing commercial services and advocating for U.S. business interests. (S)he works in a combined P/E Section of five American officers, three Eligible Family Member (EFM) employees, and four Locally Employed (LE) staff. (S)he reports to the Economic and Commercial Officer, and through him/her to the Deputy Political and Economic Counselor.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Promote U.S. Investment and Increase Bilateral Trade

40%

The incumbent collaborates with the Foreign Commercial Service office in Nairobi to identify and maximize opportunities to support U.S. business interests in Uganda. (S)he actively engages with existing, and develops new, commercial contacts to gain a comprehensive understanding of the commercial landscape. (S)he identifies opportunities for advocacy and collaborates with USAID's Private Sector Team to increase bilateral trade and economic development. (S)he develops and implements a Mission strategy to raise U.S. companies' awareness of commercial opportunities – including risks – in Uganda to increase U.S. investment. (S)he works closely with the American Chamber of Commerce's (AmCham) President to increase the organization's membership and its capacity to provide higher quality and a broader range of services that supports U.S. businesses in Uganda and promotes U.S. exports and values.

The incumbent serves as the initial point of contact for private companies seeking information and/or commercial assistance from the Embassy; meets with private companies to identify and assess opportunities for the Embassy to provide commercial services; evaluates which commercial inquiries require action from the Economic/Commercial Officer and assists the officer to provide the appropriate services.

As assigned, the incumbent researches and assists in drafting economic and commercial reporting, including annual reporting, briefing materials, and proposals and budgets for commercial and advocacy programs that affect U.S. business interests and investment in Uganda. (S)he evaluates the commercial inquiries that require action from the Economic/Commercial Officer and assists the officer to provide appropriate services.

The incumbent must be able to brief the Pol/Econ Counselor, Deputy Chief of Mission, Ambassador and Washington officials on commercial developments with authority and accuracy. This involves oral or written briefings and inputs, evaluating opportunities in historical perspective and identifying their relationships to national and regional trends and to the interests of the United States. The incumbent must be able to make reasonable projections about the future course of trade and investment, demonstrating good judgment and strong intellectual integration of commercial and economic factors.

The incumbent must quickly develop and maintain a detailed knowledge and priorities of U.S. trade and investment goals in Uganda.

The incumbent must effectively multi-task, juggling several assignments, and balancing attention among long-term and special projects with urgent requests and day-to-day routine tasks.

Address Environment Science Technology and Health (ESTH) Issues

30%

The incumbent will lead the combined Pol/Econ ESTH portfolio, including, but not limited to: contact development; inter-agency coordination with USAID, the regional ESTH office in Addis Ababa, and the Bureau of International Narcotics and Law enforcement Affairs; drafting cable reporting, annual reports, and briefing documents; spearheading Leahy vetting requests for counter wildlife trafficking (CWT); coordinating entrepreneurship events; and initiating special projects. ESTH issues impacting U.S. national interests include health coordination in a critical partner country for the Global Health Security Agenda, CWT, Nile River Basin water management issues, agricultural innovation, air pollution, and intellectual property rights.

Develop and Maintain Contacts**20%**

The incumbent cultivates and maintains relationships with a wide range of pertinent economic/commercial contacts, including assisting in allowable private sector fund raising for the annual Embassy 4th of July event. (S)he assists in planning and executing commercial advocacy programs such as trade missions and reverse trade missions. To maintain and expand these contacts, the incumbent attends trade shows, investment conferences and seminars, business and civil society gatherings, important public meetings to promote private sector businesses, legislative sessions relevant to his/her portfolio. Drawing to his/her broad base of contacts, the incumbent assists with the selection of candidates for Public Affairs programs. (S)he drafts biographical materials on key contacts and assists in suggesting talking points for the Ambassador and other Embassy officials to deploy during meetings. The incumbent also develops guest lists for representational events, and advises on the relative importance and experience of key contacts.

Travel Responsibilities**10%**

The incumbent may travel independently especially in Kampala and the surrounding districts and other parts of Uganda as the need arises, to keep up-to-date on trade and investment opportunities and ESTH developments of importance to U.S. interests. The incumbent also frequently supports travel by Embassy officials, including recommending and developing schedules, making arrangements, accompanying officers on trips, and helping produce post-trip reporting.

The incumbent also assists in the planning and organizing of visits by Department officials, Cabinet Secretaries, other Executive Branch officials and Congressional Delegations. Although this is done under the supervision of the Economic Officer, Deputy Political/Economic Counselor, Political/Economic Counselor, and/or Front Office, the incumbent plays a role not only in logistical arrangements but also in suggesting site visits, tours and meetings with key Ugandan personalities. The incumbent arranges meetings with key economic/commercial contacts ensuring that officers and official visitors are able to gather comprehensive information and take full advantage of the visit. (S)he recommends approaches to be taken by principals in the meetings and prepares background and biographic material. Incumbent assists Protocol and Front Office as required.

Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**a. Education:**

A Master's degree in Economics, Finance, Trade, Business, or a Juris Doctor (JD) degree is required.

Prior Work Experience:

Four years of progressively increasing responsibilities in a career field related to commerce, environmental protection, and/or science and technology, whether in the governmental or private sector, is required.

b. Post Entry Training:

Commercial Tradecraft (PE125) – 5 days; ESTH Tradecraft (PE305) – 2 weeks

c. Language Proficiency: *(List both English and host country language(s) proficiency requirements by level and specialization)*

Level IV fluent English in speaking, reading and writing required.

d. Job Knowledge:

Must have detailed understanding of U.S. foreign policy, State Department and Embassy Political/Economic policies and directives on inclusive and sustainable economic growth, trade and investment. Detailed knowledge and understanding of the host country's economy, local business customs and practices, market channels, host government's laws and regulations as well as policies relating to the commodity industry sector(s). Incumbent must have detailed knowledge of government contacts in the commercial sector. Thorough understanding of the "language" of business and economics, to successfully interact with the U.S. and Ugandan business communities. Incumbent must have knowledge of the economic and commercial patterns and business.

e. Skills and Abilities:

Astute judgment, quick decision-making skills and the ability to form thoughtful connections between different economic/commercial developments is required. Ability to demonstrate significantly high diplomatic communications skills to engage with private and public companies, economic and commercial contacts, government officials, civil society, and other relevant ESTH stakeholders is required. Incumbent is required to use Microsoft Office Suites and advanced spreadsheet features for data analysis and reports. Ability to obtain a SECRET clearance is required.

16. POSITION ELEMENTS

a. Supervision Received:

The incumbent reports to the Economic and Commercial Officer, and through him to the Deputy Political and Economic Counselor.

b. Supervision Exercised:

None.

c. Available Guidelines:

Commercial Library Operating procedures; Commercial Reporting Handbook; World Trade Data Reports; Products Coding guide (for American International Traders Register and the Trade Opportunities Program); Top country codes; Commercial Library Program(Publication List); Workbook on reporting Overseas Business Opportunities and Commercial Data. Relevant regulations issued by the U.S. Embassy Kampala Management Section; oral and written instructions from supervisors.

d. Exercise of Judgment:

Incumbent must provide expert judgment on economic/commercial issues. Independently analyzes economic, commercial, trade and ESTH developments and forecasts future trends. Must also exercise acute judgment in relation to advocating for U.S. business interests and promoting bilateral trade.

e. Authority to Make Commitments:

None.

f. Nature, Level, and Purpose of Contacts:

Cultivates and maintains relationships with a wide range of pertinent economic/commercial contacts in the public and private sectors to advocate for U.S. businesses and promote bilateral trade, including assisting in allowable private sector fund raising for the annual Embassy 4th of July event. Daily engagement within the Embassy – to ensure coordination of efforts in areas of major duties and responsibilities and other tasks as assigned – with other members of the Political and Economic Section, the Front Office, the USAID Economic Growth Office (USAID/EG), and the Public Affairs Section; more occasional engagement with the Management and Consular sections, Regional Security Office (RSO), Office of Security Cooperation (OSC), Centers for Disease Control and Prevention (CDC), the U.S. President's Emergency Plan for AIDS Relief (PEPFAR), and Walter Reed Army Institute for Research (WRAIR). Significant engagement outside the Embassy but within the U.S. government – again, to ensure coordination of efforts in areas of major duties and responsibilities – with the Foreign Commercial Service regional office in Nairobi, the ESTH Regional Officer in Addis Ababa, and the U.S. Fish and Wildlife Service regional office in Dar es-Salaam.

g. Time Expected to Reach Full Performance Level:

52 weeks



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